

*Orig RAB File to C & L*  
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*Looks like a reasonable and correct disposition of the equipment, etc.*

/s/ JAB

14 August 1967

MEMORANDUM FOR: Director Basic and Geographic Intelligence  
FROM: Chief, Map Library Division, BGI  
SUBJECT: Termination of Map Library Microfilm Project

1. On 23 June 1967, D/BGI authorized the cancellation of the map microfilm project which was initiated by the Map Library Division in April 1965. The objectives of the project, as originally conceived, included: improved service to customers, reduced space and manpower requirements, an increased customer base, and improved control over both the map collections and manpower. The decision to discontinue the project was based largely on information provided in a project study, initiated within MLD, which covered the entire two year project history. The study revealed, that in terms of effectiveness, the project did not meet expectations. The principal factors considered in making the decision were as follows:

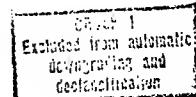
- a. The extremely high cost of providing reference service from microfilm as compared to conventional methods.
- b. Technical difficulties in obtaining satisfactory microfilm images.
- c. Customer preference for original maps or good reproductions, as opposed to microfilm copies or projected images.

Documentation of project costs and microfilm utilization is provided in the project review study mentioned above.

2. Pursuant to the decision to close out the project, the Map Library Division has taken the following action for disposition of files, equipment and supplies:

- a. As of 26 June all microfilming was stopped. Selected exposed film in the processing pipeline will be made into file copy aperture cards. One complete set of aperture cards will be retained to meet possible needs, e.g., approximately 2,000 maps are held in microfilm format only and requests for these

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maps must be serviced from the microfilm file. It is recommended that utilization of this file be reviewed after one year to determine if it can be reduced or destroyed. It may be feasible to convert the microfilm to black-and-white copy which can be interfiled in the hard copy collection. A duplicate set of aperture cards, which was held at the Headquarters Facility, has been destroyed. The Map Library has no external commitments requiring retention of any microfilm files.

b. The Map Library is attempting to dispose of project equipment in a manner best suiting the interests of the Agency. Preliminary discussions with interested Agency components indicate that most of the equipment can be advantageously used in existing Agency activities. Tentatively, equipment will be disposed of in the following manner:

(1) Microfilm camera, Rekordak model MRG. Printing Services Division had indicated a desire to obtain this item.

(2) Reader-printers. MLD has two Itek Reader-printers, model 1824, each with a dryer-stacker module. One complete unit will be retained in MLD for use with the aperture card file which will be retained. This equipment can also be utilized to exploit other microfilm which is received from time-to-time. The Collateral Support Division, NPIC, has indicated a desire to obtain the second unit for use in connection with existing projects.

(3) Card mounter (for mounting roll film into aperture cards), 3M Company "Filmsort" hand mounter. The Collateral Support Division, NPIC, has indicated that they would want this item if they obtained item (2) above.

(4) Aperture card copier, IBM Company "Micro-Copier" model IID. This item will be retained by the Map Library until all film in the processing pipeline is mounted. It is likely that NPIC will want this equipment.

(5) Microfilm viewer. IBM Company "Microviewer". This is a handy desk size viewer with a letter size screen. It will be retained by MLD.

c. Supplies remaining from the project are relatively unimportant as compared to equipment. Reader-printer chemicals and paper are in short supply and all stock will be held in anticipation of making reproductions from the microfilm files retained in [REDACTED]. Approximately 500 rolls of unexposed microfilm are on hand; these can be given to Printing Services Division.

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3. Cancellation of the microfilm project will have little effect on Map Library staffing. Division personnel who operated the microfilm camera, mounted aperture cards and maintained the card files (equivalent to one and one-half slots) have been re-assigned to other important duties which were formerly handled as overtime jobs. It should be noted that staffing for the project was originally accomplished with no additions to the Map Library TO.

4. The Map Library machine coding project will be unchanged by the cancellation of the microfilm project. The catalog cards and acquisitions lists will continue to be produced from the bibliographic data generated by the Map Library and provided to the Machine Division, CRS. The Machine Division, however, will no longer prepare punched and printed aperture cards.

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